

Roles & Responsibilities

Out brief

CDM/ISEA Workshop
12/03/02 - 12/04/02

Crystal City

***Gary Wasmer (CDM) & Steve Hogan
(ISEA)***

Action Item#-001026-25

Action Source

Date Due

- Verify the accuracy of the CDM/ISEA roles and responsibilities matrix.
Identify the governing directives for each role and area of responsibility.
- Status - Ongoing analysis. In the process of matching actions with applicable directive/policy document

Action Item#-010410-04

Action Source

Date Due

- Finding-Inconsistencies in COP development. Develop/promulgate standard COP procedures to be incorporated into policy update.
- Status – Working. Obtained copies of COP policies (part of CDM Certification documents) for analysis and review.

Action Item#-011023-05

Action Source

Date Due

- A CDM has developed a set of standard work file naming conventions to facilitate effective prioritization of work. (LSS FSC)
- Draft posted to the web for comment.
- Less than 10 comments received.
- Draft to become formalized and submitted to NAVSEA 04L5xx
- ECD 12/31/02

Action Item#- 020405-65

Action Source

Date Due

- Develop and submit an overview of workgroup mission and current initiatives for incorporation into the proposed newsletter.
- Under development. To be disseminated to the committee prior to 12/31/02.
- Submission to Communications WG expected by 01/31/03, in conjunction with AI 020405-66

Action Item#- 020405-66

Action Source

Date Due

- Develop an article related to work file naming conventions for incorporation into the proposed newsletter.
- Upon completion of AI 011023-05, article to be submitted for inclusion in the CDM/ISEA newsletter.
- ECD 01/31/03

Action Item#- 020405-67

Action Source

Date Due

- Update the CDMD-OA SDIF Work file Data Field Requirements prior to submitting final copy to Donna Johnson for incorporation into the SCLSSIS Tech Spec Part A.
- Status - Previously submitted. Will review and resubmit as required.

New Action Items